



Princeton Public Library

920 Mercer Street
Princeton, WV 24740
(304) 487-5045

www.princetonlibrarywv.com

Position: Library Director

The Princeton Public Library (PPL) is seeking an enthusiastic and community-minded leader to serve as its new Library Director. The Director supervises all aspects of library operations and works under the direction of the Library Board of Directors and the City Manager. This is a full-time salaried position that requires evening and weekend scheduling flexibility. The successful candidate must possess excellent oral and written communication skills, the ability to lead staff without bias, demonstrate creative problem-solving, be financially efficient, and a community-minded individual who can represent the library in a professional manner.

Responsibilities

- Oversee all day-to-day library operations including staff scheduling, shelving, facility maintenance, circulation, meeting room use, displays, and programming
- Represent the library at meetings of local government, civic organizations, and other groups as required
- Develop library policies under the direction of the Library Board
- Create development plans to identify and address areas for potential growth of the library in the future
- Supervise and evaluate a staff of seven part time employees
- Oversee the planning, promotion, and execution of library events for all ages with staff assistance
- Oversee the recruitment and activities of library volunteers
- Prepare reports and statistics as required by the West Virginia Library Commission, Library Board, and other agencies as required
- Prepare an annual budget and maintain records of all library income and expenditures
- Be solely responsible for all financial reports, records, payments, and revenue for the library
- Maintains library collection through regular evaluation and weeding
- Works and observes at the circulation desk on a regular basis to answer standard reference questions, provide reader's advisory information and monitor customer service
- Carries out any other duties within the scope, spirit and purpose of the job

Qualifications and Requirements

- Master's Degree in Library Science from an ALA-accredited university
- Four years of professional library experience with at least one year of administrative experience preferred
- Proficiency with a variety of technology and knowledge of productivity software including Microsoft Office, Google Drive, Dymo Labelwriters, Basic Copiers and Fax Machines.

Compensation

The salary is \$33,000.00 - \$41,000.00 and is dependent on qualifications, education, and experience. This position includes a generous benefits package including health care insurance and retirement.

To apply, please submit a cover letter, resume, and three professional references by email to directorpplwv@gmail.com or by mail to:

Board of Directors
Princeton Public Library
920 Mercer Street
Princeton WV 24740

Review of applications will begin February 1, 2022 and will continue until the position is filled.